

**Position Title: Grant Writer**

**Responsible to:** CEO

**Objectives of Position:** To be responsible for securing funding for both core services and special projects of Complex Chronic Illness Support through grant applications.

This role is pivotal in driving our fundraising efforts, enhancing our visibility, and securing resources critical to advancing our mission.

**Desired qualities/experience:**

1. A proven track record of successful grant (and other funding) applications.
2. Established relationships with funders.
3. Knowledge of charitable social services in New Zealand.
4. Experience of working with management of community groups, government organisations, or the business sector.
5. Understanding of budgeting and financial reporting.
6. Excellent research skills for finding funding opportunities.
7. Outstanding computer skills, with a good working knowledge of MS Office Suite (e.g.: Word, Excel).
8. Ability to understand the needs of both the agency in need of funding and the organisation that is offering the grant money.
9. Ability to work independently.
10. Excellent writing and communication skills.
11. Experience with coordinating and planning.
12. Great organisational and administrative skills.
13. Being able to understand and execute complex instructions.
14. Good interpersonal skills, and the ability to motivate people and organisations to support CCI Support.
15. Systematic and thorough, with an eye for detail.
16. Ability to manage and prioritise a varied workload, working under pressure to tight deadlines.
17. Some working knowledge of online giving platforms, and social media platforms.
18. Some knowledge of complex chronic illnesses.

**Time Commitment:**

- Part Time: 10 hours p/week, with potential to increase to 15 hours p/week.

**Support available:** CCI Support has a long history in the Bay of Plenty, and as such has a robust funding strategy.

- CCI Support can provide help and advice, sample articles, previous applications.
- Full training will be given.
- Office space and resources.

**What does success look like?**

- Ability to secure funding for CCI Support to meet budget costs and special project costs.

## Relationships

Internal	External	Committees and Groups
<ul style="list-style-type: none"> <li>• CEO</li> <li>• Executive Committee/Board</li> <li>• Other CCIS staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Funders</li> <li>• Members/Clients and whānau</li> <li>• General public</li> <li>• Other health and social service providers</li> <li>• Contractors</li> </ul>	As required

Responsibilities and Duties	Key Performance Indicators (KPIs)
<p>Grant Writing &gt; Create successful Funding applications and accountability reports</p>	<ul style="list-style-type: none"> <li>• Secure funding applications through researching, writing, and submitting compelling grant proposals and funding applications aligned with organisational goals.</li> <li>• Communicate the CCI Support services and value to funders and community.</li> <li>• Maintain Narratives for funding applications.</li> <li>• Preparation of documentation required to support funding applications.</li> <li>• Assist in the preparation of budgets within funding bids, working closely with the CEO to make sure these are accurate and achievable.</li> <li>• Preparation of funding applications independently.</li> <li>• Provision of required documentation to funders for audit purposes.</li> <li>• Writing reports as required by funders by due date.</li> </ul>
<p>Research sources of funding</p>	<ul style="list-style-type: none"> <li>• Be able to research/find new funding opportunities</li> <li>• Advise the CEO on possible projects that would be likely to receive funding from 3rd party sources.</li> <li>• Maintain a list of potential funders and their key submission dates.</li> <li>• Source and Organise Fundraising activities</li> </ul>
<p>Maintenance of database recording all applications made and funding received.</p>	<ul style="list-style-type: none"> <li>• Maintain up to date/accurate confidential records for each funder on Infoodle, including contacts with each partner.</li> <li>• Always Keep the Funding Calendar up to date.</li> <li>• Act as the first point of contact for specified funding agencies and individuals</li> </ul>
<p>To Plan, administrate the Funding Programme for every CCI Support site</p>	<ul style="list-style-type: none"> <li>• Make sure funding matches budgets for the following sites: <ul style="list-style-type: none"> <li>○ Tauranga (Head Office Operations and Administration)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Bay of Plenty</li> <li>○ Lakes</li> <li>○ Waikato</li> <li>○ Wellington</li> <li>○ National</li> <li>○ Nelson</li> <li>○ Other projects as required</li> </ul>
<p>Work with Funders</p>	<ul style="list-style-type: none"> <li>● Cultivate and maintain positive relationships with donors, sponsors, and funding bodies to maximise support opportunities.</li> <li>● Attend meetings, conferences, and events pertinent to funding partners and other relevant sources of funding.</li> </ul>
<p>To Record agreed data for Funders, CEO, Executive Committee/Board</p>	<ul style="list-style-type: none"> <li>● Before the 1<sup>st</sup> Tuesday of the month, submit a report with the CEO with a bullet point summary of progress in applications.</li> <li>● Maintain spreadsheet of outcome data,</li> <li>● Attend board, strategic and staff meetings (as required)</li> </ul>
<p>Awareness Raising</p>	<ul style="list-style-type: none"> <li>● Liaise and maintain a working relationship with appropriate Government, Community and Private organisations/providers.</li> <li>● Promote public awareness of these Complex Chronic Illnesses and CCIS Services.</li> </ul> <p>To raise awareness about ME/CFS, Fibromyalgia and Postural Orthostatic Tachycardia Syndrome (POTS) and Long COVID to improve the community environment for Complex Chronic Illness members in NZ</p> <p>To raise awareness of the service CCI Support provides</p> <p>Develop relationships with individuals and businesses to encourage support and increase voluntary giving activity</p> <p>Administer the Givealittle page</p>
<p>To undertake any other task the CEO may from time to time ask to be undertaken.</p>	<ul style="list-style-type: none"> <li>● <b>Other tasks may include but are not limited to the following;</b></li> <li>● Collaborate with CEO on updating of manuals and procedures.</li> <li>● Liaise with management in relation to new projects, initiatives or service requirements.</li> <li>● Assist with supervision and training of any newly appointed volunteers and staff</li> <li>● Assist in the facilitation and implementation of events, fundraisers and awareness raising activities.</li> <li>● Work closely with internal teams to align marketing and fundraising efforts with organisational objectives.</li> </ul>

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## **Accountabilities and Responsibilities (applicable to all employees)**

Works as a professional and committed team member within the philosophy, vision & mission, values, policies, procedures and guidelines of CCI Support. Note: Staff includes unpaid staff & volunteers.

### **1 Team work and communication**

- 1.1 Establishes and maintains positive relationships with all CCI Support staff.
- 1.2 Demonstrates effective interpersonal communication based on respect, ensuring others are treated with kindness.
- 1.3 Works with staff in a collaborative and open manner.
- 1.4 Attends and contributes to staff meetings.
- 1.5 Seeks out opportunities to assist other staff members as time allows.
- 1.6 Makes positive contributions towards effective and efficient working relationships within team(s).

### **2 Professional competency/practice**

- 2.1 Maintains all qualifications, including registrations and practicing certificates, as required for legal and safe practice. (as applicable)
- 2.2 Keeps current on knowledge of and adheres to best practice and legislation relating to work accountabilities.
- 2.3 Maintains and updates own education.

### **3 Organisational awareness**

- 3.1 Works within and adheres to CCI Support philosophy.
- 3.2 Demonstrates an understanding of CCI Support's functions and responsibilities.
- 3.3 Considers CCI Support's capabilities, mission, vision, values, and strategic goals and objectives in work efforts.
- 3.4 Knows capabilities, capacities and constraints of the organisation.
- 3.5 Is knowledgeable of and adheres to the provisions of all relevant CCI Support policies, procedures, guidelines, codes of conduct, and other documents.
- 3.6 Knows how to access electronically current CCI Support policies and other documents.

### **4 Risk management**

- 4.1 Proactively identifies and reports risks in own work area, as per procedure.
- 4.2 Supports and promotes actions and initiatives to minimise, isolate, or eliminate risk.
- 4.3 Documents and brings to the attention of CEO any complaints or negative feedback as soon as practicable, as per procedure.

### **5 Health and safety:**

CCIS maintains a safe work environment and promotes safe work practice.

- 5.1 Takes responsibility for own health and safety within the work environment.

- 5.2 Complies fully and proactively with CCI Support health and safety policies and procedures.
- 5.3 Reports in a timely manner all workplace hazards, near miss incidents and accidents as per procedure.
- 5.4 Participates in investigations in an open and professional manner.
  - 5.5 Fully and actively supports and promotes occupational health and safety actions and initiatives in the workplace.

## **6 Confidentiality**

- 6.1 Maintains strict confidentiality of patient and staff information at all times.
- 6.2 Adheres to the Privacy Act 1993 and the Health Information Privacy Code 1994 and subsequent amendments in regard to confidentiality and the non-disclosure of information.

## **7 Quality improvement**

- 7.1 Demonstrates commitment to CCI Support culture of continuous quality improvement
- 7.2 Participates in quality improvement initiatives and activities to audit, monitor and improve standards of all services provided by CCI Support.
- 7.3 Constantly reviews own role and responsibilities to increase efficiency and improve procedures and processes.

## **8 Cultural Sensitivity**

- 8.1 Ensures services are delivered in a culturally appropriate manner.
- 8.2 Ensures the culture of all staff and stakeholders is acknowledged and respected.
- 8.3 Actively participates in CCI Support cultural activities.
- 8.4 Demonstrates an understanding of the Treaty of Waitangi in relation to the workplace.

## **9 Access to vehicle and ability to drive**

- 9.1 Holds a current, full NZ driver's licence.
- 9.2 Able to access a road worthy and insured vehicle to use.

## **10 Information and Communication Technology (ICT)**

- 10.1 Demonstrates general understanding of available technology and office equipment.
- 10.2 Uses email, Microsoft Office 365, Infoodle, Zoom, Facebook and other required applications competently and effectively.
- 10.3 Uses technology to solve problems and increase efficiency, including but not limited to, use of internet search engines.

## **11 Media Release**



11.1 Is available for photos, interviews and articles, as required by CCI Support Management, to promote CCI Support services and activities. This may be through a range of media, including but not limited to newspaper, social media and website.

**12 Other duties**

12.1 Undertakes other duties and responsibilities as requested by the CCI Support Management

12.2 Accepts that CCI Support job descriptions are subject to review and may therefore be revised after consultation with the employee to suit changing service and/or professional requirements.

I (print name) \_\_\_\_\_ have read and understand the above job description and agree to undertake the key responsibilities and duties and meet expected KPIs.

Signed \_\_\_\_\_ Date \_\_\_\_\_